



INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

F-1 STUDENTS: APPLYING FOR A SOCIAL SECURITY NUMBER

Step 1: Find an on-campus job at UAB

You cannot apply for a Social Security number without an on-campus job. Create a profile on [Hire-A-Blazer](#), schedule an appointment with the [Career Consultant](#) for your major, visit the Director of Career Services for your school, look at bulletin boards on campus in your department and classroom buildings, or attend job fairs to learn about job opportunities on-campus. "On campus" means that the job takes place physically on property belonging to UAB and that you will be paid by an entity that directly provides services to UAB students as part of the university. Examples of on-campus employment for F-1 students are:

- UAB departments, schools, labs, computer centers, tutoring opportunities, etc.
- Restaurants located in UAB buildings (Panera, Full Moon, Starbucks, etc.).
- The campus bookstore in the Hill Student Center
- Campus Dining Services (*i.e.*, Sodexo)
- Campus Recreation Center

Step 2: Obtain an official job offer in writing from an on-campus employer

After you receive a job offer letter from an on-campus employer and **after** your name appears on a weekly Oracle report ISSS receives from the Payroll office, ISSS will contact you to come pick up a Verification of Employment letter. Please do NOT contact ISSS to inquire about the status of the Payroll report. *We will contact you* as soon as the Verification of Employment letter is ready for you. You cannot apply for a Social Security number until you have been in the US for at least ten business days, since it can take that long for your electronic I-94 number to be processed through government databases.

Step 3: Go to the Social Security Administration Office in Downtown Birmingham

Gather the following documents for your Social Security Number (SSN) application:

- Unexpired passport
- Your electronic Form I-94, printed from [the CBP website](#)
- Signed, valid Form I-20
- [Form SS-5 application](#)
- On-Campus Employer Verification Letter signed by your employment supervisor
- Verification of On-Campus Employment letter signed by an ISSS staff member

Take the documents listed above to the Social Security Administration (SSA) office, located at

Social Security Administration
1200 Rev. Abraham Woods Jr. Blvd. North
Birmingham, AL 35285

The office is open from 9:00 a.m. to 4:00 p.m. Monday, Tuesday, Thursday, and Friday and from 9:00 a.m. until noon on Wednesday. The parking entrance is on 12th Street. When you arrive, take a number from the computer in the lobby and wait for your number to appear on a screen in the waiting room. Bring your documents to the window number on the screen to speak to an SSA officer, who will review and return your documents. If your application is accepted, it will take approximately three weeks to receive the actual Social Security card in the mail. If your application is rejected, ask for a supervisor. If a supervisor is unavailable, call ISSS at (205) 934-3328 and ask the SSA officer to speak with one of our staff members. The SSA officer will not be able to tell you your Social Security number that day. You have to wait for the card to arrive. More information about applying for a Social Security number is available [here](#).

Step 4: Bring your Social Security card to ISSS and the Records Office to update your Form I-9.

UAB can generate a temporary ID number for you while you wait for the Social Security card to arrive. When the card arrives in the mail, you **MUST** take the physical card (not a copy of it) to the Records Office on the second floor of the UAB Administration Building (701 20th Street South) so that they can complete the hiring process (Form I-9) and so that you can continue to be paid. You will receive an email from perfectcompliance.com saying “Your assistance is needed.” **Do not delete this email!** It contains important instructions about how to finish the hiring process so that you can be paid.

You must also inform the ISSS office of your Social Security number so that we can create the appropriate federal tax form for you. If you do not notify both the Records Office and ISSS of your new Social Security number, you may experience significant delays in payment.

UNAUTHORIZED WORK VIOLATES YOUR F-1 IMMIGRATION STATUS.

Please note that US Citizenship and Immigration Services issued a memo in 2018 stating that you will accrue unlawful presence on the first day you violate your F-1 status. Working off-campus and working more than 20 hours per week when classes are in session are violations of F-1 student status that can result in the termination of your F-1 student record. Working off-campus and working more than 20 hours per week are reasons ISSS must terminate an F-1 student record, meaning that your immigration document will be “dead” for purposes of remaining in the US lawfully. Once your F-1 record is terminated for unauthorized employment, you have 10 days to leave the United States. Please do not violate F-1 student employment rules!

[print on departmental/on-campus employer letterhead]

[DATE]

United States Social Security Administration
Birmingham District Office
1200 Rev. Abraham Woods Jr. Blvd. North
Birmingham, AL 35285

Re: On-Campus Employment Verification for [STUDENT NAME]

Dear Social Security Officer:

Please accept this letter as verification of on-campus employment for [STUDENT NAME]. He/She has been hired as a [JOB TITLE] in the [Department of _____, Recreation Center, Sodexo, etc. CHOOSE ONE] beginning [START DATE]. I hereby certify that he/she will work ___ hours per week and will not work more than 20 hours per week for us while classes are in session.

Our Federal Employer Identification Number (EIN) is ___-_____. I will be the student's immediate supervisor and can be reached by phone at _____ and by email at _____.

I will abide by all Department of Labor and Department of Homeland Security regulations concerning wages, hours, and working conditions and will remind this student of the 20-hour and 37.5-hour limitations on employment for F-1 international students. In the event that this job is this student's second or further assignment in Oracle, and I am thus aware that the student has multiple jobs across campus, I agree to notify Justin Lampley, UAB's Associate Director for International Student Services, at jlampley@uab.edu so that this student can receive appropriate guidance on maximum authorized on-campus employment.

Sincerely,

[ORIGINAL INK SIGNATURE]

Supervisor Name
Supervisor Role/Title